DDA/IRS 37-75

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100200001-1

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

DIRECTORATE OF ADMINISTRATION
INFORMATION REVIEW STAFF
(Established 13 January 1975)



Approved For Release 2001/07/12: CIA-RDP78-07317A000100200001-1

Interim RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U.S. Congress the attached Records Control Schedule No. 37-75 for the Information Review Staff, DDA is approved and implementation of the disposition instructions contained therein is authorized. This schedule is developed partly from the transfer of records from the RC Schedule No. 30-73, Item 1a and 1b. The IRS was established effective 13 January 1975. It was formerly the Classification Programs Branch (CPB) of the Information Systems Analysis Staff (ISAS). CPB was developed as a new branch of ISAS effective 2 August 1973.

Prepared and Reviewed:

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	Records Administration Branch/ISA	AS Date		45A/NARS
*			Subject to revision when Approved: issues a new General & Approved: In records created and	words Schedu
•	Concurrence:		APPROVED: 100 records created und	ler FOIA prigre
STATINTL		9 agr 75 Date	CIA Records Management Officer	STATINTL
	DDA/Records Management Officer	// Date	CIA Records Management Officer	
			9 Card (975	
			Date	

Chief, Information Review Staff Chief, Information Review Staff (ITILE. DESCRIPTION. AREA MORDEMENT. AREA MO	DDA/Informa	ation	Review Staff (*See footnote)	01112137 01	1200001-1 30-73, 1tem la& old schedule(s) 10 December 197	DATE, OF CONCURRENCE
30-73, Item 1a CLASSIFICATION/DECLASSIFICATION POLICY AND GUIDANCE FILES Contain information under the delegated authority of Executive Order 11652, Classification and Declassification of National Security Information and Material, and of the Freedom of Information and actions taken in classifying, downgrading and declassifying Agency originated information. Filed by Subject. 30-73, DECLASSIFICATION REQUESTS FROM STATE DEPARTMENT Contain information on Agency participation in the declassification, at the request of the Department of State, of information proposed for publication in their Foreign Relations series. Filed by case. *FOOTNOTE: Items 1,2, and 3a and b, were transferred from Classifications Programs Branch (CPB). CPB remained a branch of ISAS until 3 January 1975. Through a reorganization. CPB was retitled Information Regulations Control Staff (RCS) was reassigned as Chief, IRS. TATINIT. STATINIT. CLASSIFICATION/DECLASSIFICATION POLICY AND GUIDANCE FILES Contain information under the delegated authority of Executive Order 11652, Classification and Declassification of Information of National Security Information and Material, Retain files in current file indefinitely. Retain files in current file anded indefinitely. Retain files in current file anded indefinitely. Retain files in current file andedinately. Retain files in current file indefinitely. Retain files in current file andedinately and the Agency Records Center when no longer needed. PERMANENT. DISPOSAL NOT AUTHORITY Seriod the Agency Records Center when no longer needed. **Retain files in current file needed and needed. **FOOTNOTE: **FOOTNOTE: **FOOTNOTE: 1	TYPE CONCURRENCE			CONCURRENC	E	/ / / / / /
AND GUIDANCE FILES Contain information under the delegated authority of Executive Order 11652, Classification and Declassification of National Security Information and Material, and of the Freedom of Information actions taken in classifying, downgrading and declassifying Agency originated information. Filed by Subject. 30-73, 2 DECLASSIFICATION REQUESTS FROM STATE DEPARTMENT Contain information on Agency participation in the declassification, at the request of the Department of State, of information proposed for publication in their Foreign Relations series. Filed by case. *FOOTNOTE: Items 1,2, and 3a and b, were transferred from Cassifications Programs Branch (CPB). CPB remained a branch of ISAS until 3 January 1975. Through a reorganization. CPB was retitled Imformation Rev STATINTI STATINTI STATINTI AND GUIDANCE FILES Contain information under the delegated authority of Executive Order 11652, Classification to the Agency Records Center when no longer needed. **FOOTNOTE:* AND GUIDANCE FILES Contain information under the delegated authority of Executive Order 11652, Classification in their process of information in their process of the Department of State, of information proposed for publication in their process of the Department of State, of information Programs Branch (CPB). CPB remained a branch of ISAS until 13 January 1975. Through a reorganization. CPB was retitled Imformation Rev was reassigned as Chief, IRS. ***Control Branch. The records control Staff (RCS) was reassigned as Chief, IRS. ***Control Branch. The records control Staff (RCS) was reassigned as Chief, IRS. ***Control Branch. The records control Staff (RCS) was reassigned as Chief, IRS.	OLD SCHEDULE AND ITEM NO(S).	ITEM	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	(CU.	DISPO	
and declassifying Agency originated information. Filed by Subject. 30-73, 2 DECLASSIFICATION REQUESTS FROM STATE DEPARTMENT Contain information on Agency participation in the declassification, at the request of the Department of State, of information proposed for publication in their Foreign Relations series. Filed by case. *FOOTNOTE: *FOOTNOTE: Items 1,2, and 3a and b, were transferred from Analysis Staff (ISAS) on 2 August 1973 with the formation of the new ST. Classifications Programs Branch (CPB). 13 January 1975. Through a reorganization. CPB was retitled Information Rev ST. Staff, DDA. The Chief, ISAS, 18. The reasonable of the series of the control Staff (RCS) was reassigned as Chief, IRS. STATINTI STATINTI STATINTI And declassifying Agency originated information authorized area publication action is finalization and retire to the Agency Recontrol Staff (Center when no longer needed. Center when no longer needed. Center when no longer needed. Center when no longer needed. Control Staff (RCS) was reassigned as Chief, IRS. CPB was retitled Information Rev was reassigned as Chief, IRS. STATINTI STATINTI STATINTI The records control schedule for Control Staff (RCS) was reassigned as Chief, IRS. Control Branch. The records control schedule for Control Staff (RCS) was reassigned as Chief, IRS.		_	Contain information under the delegate authority of Executive Order 11652, Classification and Declassification of National Security Information and Material, and of the Freedom of Infortion Act, of internal decisions and	of cma-	indefinitel Agency Reco	s in current file y. Retire to the rds Center when no
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	STATINI		Classifications Programs Branch (CPB) 13 January 1975. Through a reorganiz Staff, DDA. TheChief, ISAS, 1 F, former Chief, Regu as Chief, ISAS vice Control Branch. The records control	CPB ation.	remained a bran CPB was retitle was reassigned Control Staff	of the new ST nch of ISAS until ed Information Rev d as Chief, IRS. (RCS) was reassig

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olo scherult	NEW ITEM	CLASSIFICATION CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
AND ITEM NO(S).	Note:	Approved For Release 2001/07/12 : CIA-RDP78-073	17ĂŎŐŌ10	0200001-1
37–75	27	INFORMATION PRIVACY STAFF (Privacy Act Program Files		
new.		The policy, procedures guidelines and statistics for the implementation of the Privacy Act Program within the Agency. Also contains an inventory of Agency records systems subject to the Act and background position papers on the Agency's general exemption. (IPS is the Office of Record.)	,	Permanent. Cut off at end of each year; hold for two years then transfer to the Agency Records Center. After five years transfer to the Agency Archives. (GRS 14-2)
new	28	FREEDOM OF INFORMATION (FOIA) ADMINISTRATIVE FILE	.	
		Records relating the the general Agency implementation of the FOIA including notices memoranda, routine correspondence and related records. (Assistant for Information is the Office of Record.)		Temporary. Destroy when two years old or no longer needed for administrative use. (GRS 14-13)
37-75(3)	29	PROGRAMS/REPORTS FILES		
		Record copies of recurring reports and onetime information requirements of the Freedom of Information Act and the Privacy Act, including but not limited to, the Annual Report to the Congress. (IPS is the Office of Record.)	·	2
		a. Annual report at the Directorate or Agency level.		Permanent. Transfer to the Agency Archives after 2 years. (GRS 14- 12a and 16a)
, ·		b. Other reports.		Temporary. Destroy when 2 years old or sooner if no longer needed for administrative use. (GRS 14-12b and 16b)
FORM 139a PREVIOU	l E	RECORDS CONTROL SCHEDULE CLASSIFICATION		141

OLD SCHEDULE	NEW LTEM	CLASSIFICATION FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
AND ITEM NO(S).	NO.	Approved For Release 2001/07/12 : CIA-RDP78-073		
new	30	FOIA CASE FILES		·
		Record copies of FOI case files created in response to requests for information under FOIA and processing of requests. Contains original request, response and supporting papers.		
		(a) Affirmative responses with full text disclosure. (IPS is the Office of Record.)		Temporary. Destroy 2 years after date of reply. (GRS 14-9A)
		(b) Negative search results, replies of no existing information and replies to those who fail to pay Agency reproduction fees.		Temporary. Destroy 2 years after date of reply if not appealed. Transfer inactive files to the Agency Records Center at the end of each quarter. If request appealed, see item 3/. (GRS 14-9a)
		(c) Responses of denial of all or part of records requested. (IPS is the Office of Record.)		Temporary. Destroy 5 years after reply if denial is not appealed. If appealed, see item 3/.
		(d) FOI Record Copies - Sanitized Version and Justification		*
		Record copies of final sanitized version and justifications for denying portions not released. These are created in reply to FOI requests for information. They are filed with the full text records to provide background for appeals, judicial action and future requests for same record. (Custodian is the Office of Record.)		Record copies assume the disposition authority for the related records. Destroy sanitized version and applicable justification if basic record is subsequently disclosed in its entirety or after superseded by new expanded version and justification. (GRS 14-9b)
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		DECODDS CONTROL SCHEDILE CLASSIFICATION		

OLD SCHEDUL NI		CLASSIFICATION		
AND ITEM NO(S). NO	ETLES THENTIFICATION Approved For Release 2001/0	7/12 : CIA-RDP78-07	VOLUME 317A0001	00200001-1
2	/ FOI APPEAL FILES			
nem 10	TOT AFFEAL FILES			•
	Files created in responded administrative appeals under release of information denied Consists of the appellant's the reply, and related supposincluding copies of denied in	r the FOIA for ed by the Agency. letter, copy of orting documents.		Temporary. Destroy 4 years after final denial by Agency, or 3 years after final adjucation by courts, whichever is later. (GRS 14-10a)
37-75(36)3·	FOIA AND PA CONTROL FILES Files maintained for or in responding to requests, registers, logs and card inc	including	ż	Temporary. Destroy registers 5 years after date of last entry and other controls 5 years after final action by courts, whichever is later. (GRS 14-11)
new 3.	3 PRIVACY ACT CASE FILES			
	a. Record copies of Proceedings of the created from the receipt, as processing of requests for in Files maintained for an accurate of each disclosure of a recoperson or another agency. It requests, forms showing submame, requestor's name and a and date of disclosure, and individual's consent when apalphabetically.	counting and information. Trate accounting ord to any included are ect individual's address, purpose proof of		Temporary. Destroy in accordance with the approved disposition instructions for the related records, or 5 years after the disclosure for which accountability was made, whichever is later. (GRS 14-14)
	b. Negative Search Rep Replies of no exis Request and form letter repl search results have no reten reply. (IPS is the Office of	ting information. y on negative tion value after		Temporary. Destroy 2 years after reply. Transfer inactive records to the Agency Records Center.
FORM 1200 03 011 TE.	DECODOS CONTROL SCHEDILLE	CLASSIFICATION		

OLD SCHIPTLE	NIW III M	FILES IDENTIFICATION CLAS	SIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
AND ITEM NO(S).	Ni).	Approved For Release 2001/07/12 : CIA	4-RDP78-073		
new	34	PRIVACY ACT AMENDMENT CASE FILES			
		Individual requests to amend h			·
		and/or requests for a review of the			
		refusal to amend the record. Include			
		actions from the initial request th			
		final appeal. Filed alphabetically	•		
		a. Statement of disagreement		1	a. Temporary. Destroy 4 years after
		justification for refusal to amend	a record.	!	final determination by the Agency;
					or 3 years after final adjucation
		•	• 1		by the courts; or in accordance with
				2	approved disposition instructions
ř				•	for the related individual's records.
					(GRS 14-15a)
		b. Other records, exclusive or	f those		b. Temporary. Destroy 4 years after
		filed above.			final determination by the Agency
		•			or 3 years after final adjucation
					by the courts, whichever is later.
					(GRS 14-15b)
37-75(7)	3.7	Parties and the second			
37-13(1)	35	FOI AND PA DUPLICATE WORKING CASE F	ILES		
		Duplicate working case files c	botcox		2
		by custodians of basic records which			Temporary. Destroy when no longer
	1	licate the case files of the FOI and			needed.
		programs in the IPS. They are crea			1.00000
		convenience of reference during the			
			(Non-		
,		Record.)			
37-75 (3a)	_ /				
Y 7	36	DECLASSIFICATION FILES (E.O. 11652)			
		Record copies of requests for	declas-		
		sification under Executive Order 11	652		Temporary. Destroy two years after
		created in response to external req			date of reply.
		Files contain the original request,			
		and supporting papers. Filed alpha			
		· · · · · · · · · · · · · · · · · · ·	-		
ORM 139a	TE.	RECORDS CONTROL SCHEDULE	SSIFICATION	•	
6011101	M 3	CONTINUATION SHEET Approved For Release 2001/07/12:-CI/	4-RDP78-073	317A0001	00200001-1
		- 4-1			

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	Approved For Release 2001/07/12 : CIATOPT 8-97317A00	0040020	0001-1 DISPOSITION
30-73 , Item la	3.	DECLASSIFICATION REQUEST CASE FILES		ILLEG
	a.	Contain requests from members of the public and Federal Agencies for declassification, replies, appeals, and appeal actions.	4.5	PERMANENT. Disposal not authorized. Retire to Records Center wheno longer needed.
tem 4	C .	Control log of case numbers assigned to individual declassification requests. Serves as an index to specific numbered requests within alphabetical requester case files. Maintained in notebooks. CHRONO CONVENIENCE FILES	.5	PERMANENT. Disposal not authorized. Retain in current files area indefinitely. Retire to Records Center when no longer needed for request reference.
		Extra copies of letters and memoranda originated by IPS (and predecessors IRS and CPB) maintained for ready reference and convenience. Record Copies are filed in Declassification Request Case Files.		TEMPORARY. Cut off at end of eac quarter, hold in current file are for one quarter, then retire to Records Center. Records Center destroy after one year.
		BACKGROUND AND REFERENCE FILES Pending or proposed legislation concerning classification and public access to records and related correspondence which will directly affect the working function of IPS. Final documents are filed in Classification/Declassification Policy and Guidance files.		TEMPORARY. Review for dispositio one year after final legislation has been passed.
STATINTL		APPROVED: Para 4 Chief Records Administration Branch	pt 7:	(Continued on next page)

AND ITEM NO(S).	Approved For Release 2001/07/12 : CIA ក្រុម 2011 ប្រក្សា 2013 ក្រុម 2013 ក្រ	ISPOSITION INSTRUCTIONS
ILLEGIB	REPORTS Ouarterly Reports to Interagency Classification Review Committee (ICRC) (1) Mandatory Declassification Review Requests Report. (2) Classification Abuse Report. (3) Unauthorized Disclosures Report. (4) National Security Classification Authority Statistics Report. (5) Quarterly Summary of ICRC of Declassification Actions. (6) Annual FOIA Report to Congress. Convenience reference file of combined reports listed in 6a above. WORKING FILES General collections of reference materials and duplicates of documents retained for working reference. PERMANENT ed. Cut of endar year current file to the Age of the Age	Review biennially. Screen periodically that belong in files tion value and destroylonger needed for wor

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8 SEP 1975

MEMORANDUM FOR: Chief, Records Administration Branch

THROUGH : Chief, Information Systems Analysis Staff

SUBJECT : Change in Disposition Instructions of Records

Control Schedule

1. You are requested to approve the change described below in the Disposition Instructions of the Records Control Schedule for IRS/DDA (DDA-IRS 37-75).

- 2. Since this Staff is required to make quarterly reports to the ICRC under Executive Order 11652 and to make annual reports to Congress under the amended Freedom of Information Act, the Chrono Convenience Files are among the most readily available and accurate source of data for these reports. Therefore, they must be retained for at least one year in order to prepare the annual report.
- 3. When the chrono system was initiated in January 1975, it was possible to retain the entire month's chronos in a single folder. Because of the increase in volume due to the implementation of the FOIA, we are currently accumulating two folders a week, totaling approximately four inches. Our current holdings total 23 inches. It is our intent to retain our chrono holdings for one quarter and then retire them to the Records Center for one year, after which they may be destroyed. Our initial retirement will be for the first six months of 1975 and will total just under 14 inches.
- 4. Accordingly, you are requested to approve the change in the Disposition Instructions of Item 4 "Chrono Convenience Files" to read:

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TEMPORARY. Cut off at end of each quarter, retire to Records Center in quarterly increments. Records Center hold for one year and destroy.

STATINTL

Chief, Information Review Staff

STATINTL CONCUR:

DDA/RMO

DATE.

7 Sep 75-

APPROVED:

Chief, JSAS/RAB

DATE:

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	classification Unclassified	VOLUME	DISPOSITION INSTRUCTIONS
30-73,	3	DECLASSIFICATION REQUEST CAS	SE FILES		
Item la	a	Contain requests from member public and Federal Agencies declassification, replies, appeal actions.	for		PERMANENT. Disposal not authorize Retire to Records Center when no longer needed.
mont	b.	Control log of case numbers individual declassification Serves as an index to speci requests within alphabetica case files. Maintained in	requests. fic numbered l requester		PERMANENT. Disposal not authoriz Retain in current files area indefinitely. Retire to Records Center when no longer needed for request reference.
3 /2	4.	CHRONO CONVENIENCE FILES			
ST-CE		Extra copies of letters and originated by IRS (and pred maintained for ready refere convenience. Record Copies in Declassification Request	ecessor CPB) nce and are filed		TEMPORARY. Cut off at end of calendar year, hold in current file area 1 year and destroy.
surged of Ch	5.	Pending or proposed legisla ing classification and publ records and related corresp which will directly affect functions of IRS. Final dofiled in Classification/Dec Policy and Guidance files.	tion concern- ic access to condence the working cuments are		TEMPORARY. Review for disposition lyear after final legislation has been passed.
The S	6.	REPORTS			
V 1	a	Quarterly Reports to Intera ification Review Committee	ngency Class- (ICRC)		PERMANENT. Disposal not authoris Cut off file at end of calendar retain one year in current files
		 (1) Mandatory Declassification Requests Report. (2) Classification Abuse F (3) Unauthorized Disclosur (4) National Security Class 	Report. res Report.		area, then retire to the Agency Records Center.
		(4) National Security Class Authority Statistics I	Report.	(Cont	inued on next page)

APPRICATE SCHOOL SHEET CIA-RDP78-073174000100200001-1
CONTINUATION SHEET Unclassified

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	classification Unclassified	VOLUME	DISPOSITION INSTRUCTIONS
	6a.	(continued) (5) Quarterly Summary o Declassification Ac (6) Annual FOIA Report Convenience reference fil reports listed in 6a abov	tions. to Congress. e of combined		TEMPORARY. Destroy when no longe needed. Review biennially.
	7.	WORKING FILES			
		General collections of reials and duplicates of do for working reference.	ference mater- cuments retaine		TEMPORARY. Screen periodically for papers that belong in files with retention value and destroy papers no longer needed for working reference.
		:			

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Hold retil RCS is penewed. Sten sent all old preges to Chrisis.